

REEXAMINATION OF INSTRUCTIONAL MATERIALS

Occasional objections to some instructional materials may be voiced by the public despite the care taken in the selection process and the qualifications of personnel selecting the materials. The following procedure will be implemented in cases of such objections to textbooks, media, or other instructional materials:

- The material in question will continue in use during the reexamination process.
- The school principal will inform the complainant of the countywide procedure for selection of instructional materials and attempt to informally resolve the issue at the school level. At the request of the complainant, the procedure for reexamination will continue.
- The complainant must file the objection in writing on the designated form to the school principal.
- Only one item (not a set, series, etc.) may be reexamined at a time.
- The principal will direct the school's Media Advisory Committee to study the complaint. When functioning as a review board for materials being challenged, the committee must include the media coordinator, at least one teacher from the department/grade level where the item is used, a student, and a parent. The committee will:
 - * At the request of the complainant, confer with him/her to hear the complaint first-hand.
 - * Read, view, or listen to the entire item in question.
 - * Survey appraisals of the material in professional reviewing sources.
 - * Determine if the material supports the curriculum.
 - * Weigh the merits against the alleged faults to form opinions based on the material as a whole and not on passages isolated from content.
- Within 14 calendar days of the filing of the written complaint, the committee will report its findings to the principal and the complainant.
- At the complainant's request, he/she may appeal the school's decision to the Superintendent. The appeal must be filed in writing within 5 calendar days of the school's committee report to the complainant. The Superintendent may convene a county-level appeals committee for review of the material in question. The county level appeals committee will follow the same procedure and timeline outlined for the school's reexamination committee.
- Within 5 calendar days of the Superintendent's decision, the complainant may appeal, in writing, the decision of the county-level appeals committee to the Board of Education. The Board will review the matter and make a decision. The decision of the Board will be final.

Adopted: July 10, 1995